

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
1400-735 (HR-220) P

September 5, 2003

EMS TRANSMISSION
Information Bulletin No. HR-2003-075

To: All Designated Filers

From: Director, National Human Resources Management Center

Subject: Confidential Financial Disclosure Report and Supplement to the OGE Form 450
Instructions for All Department of the Interior Employees **DD: 10/31/03**

In accordance with Office of Government Ethics at 5 CFR §2634.903, attached for you to complete is a copy of the Executive Branch Confidential Financial Disclosure Report (OGE Form 450) and Supplement to the OGE Form 450 Financial Disclosure Report (Form DI-1993) for the period covering October 1, 2002, through September 30, 2003. Forms must be returned to this office by ***Friday, October 31, 2003***. All BLM employees required to file a Confidential Financial Disclosure must submit the OGE Form 450 this year, regardless of how recently they may have last filed an OGE Form 450.

Specific instructions for completing the forms are as follows:

1. **OGE Form 450:**

- **Report all assets, *regardless of value***, held by you, your spouse, and dependent child(ren) for investment or the production of income at any time during the reporting period. For those holdings you are required to report, provide specific information. For example, if you are listing a mutual fund, list both the fund name and the specific fund name, i.e., T. Rowe Blue Chip. "T. Rowe" is the fund name, and "Blue Chip" is the specific fund name. You *are not* required to list the underlying holdings, and you *do not* need to provide a copy of your financial statement.

- Do not report assets or income related to accounts in banks and loan associations; credit unions, and similar depository financial institutions; money market funds and accounts; U.S. Government obligations, such as Treasury bonds, bills, notes, U.S. savings bonds; and U.S. Government-issued securities.
- If you ***no longer*** have a stock that you listed last year, ***continue to list*** the stock on OGE Form 450 and ***put an "X"*** in the ***"If no longer held"*** block. (See example block in Part I of the OGE Form 450.)
- "Position/Title" is the official title on your position description. Do not abbreviate or list your duty title. Also, ***if you have not done so in the past, please attach a copy of your current position description.***
- "Date of Appointment" is the date you were assigned to your current position. It is not the date you were appointed to federal government or the BLM.
- "Signature of Employee" ***must be an original signature.*** Copies are not acceptable. The signature of the Supervisor/Other Intermediate Reviewer is not required.

2. **Form DI-1993:**

- All filers should read the instructions section of the form.
- ***Only*** those employees that are assigned duties or responsibilities under the Surface Mining Control and Reclamation Act of 1977 (SMCRA) must sign, date and return the form.
- You ***do not*** need to date, sign and return the Form DI-1993; you only need to read it.

4. **Returning the Forms:**

- The return mail address is:
 Bureau of Land Management
 NHRMC
 Mail Stop: HR-220
 Attn: Teresa Milner
 Denver Federal Center, Bldg. 50
 P.O. Box 25047
 Denver CO 80225-0047
- Please be sure your OGE Form 450 is signed and dated, and that you have made a copy for your records.

5. **Copies of Forms:**

- Copies of the OGE Form 450 and DI-1993 are available for downloading from the DOI Ethics webpage at <http://www.doi.gov/ethics/oge450.pdf> and <http://www.doi.gov/ethics/di-1993.pdf>. If you do not have Internet access, please contact Teresa Milner at Teresa_Milner@blm.gov, or your servicing personnel office for copies of the Forms.

6. **Approval of OGE Forms:**

- You will not receive an approval letter from this office.
- You will be contacted if there is a question about your OGE Form 450. Otherwise, assume your filing has been reviewed and found to be in accordance with Executive Order 12674.

7. **If You Believe You Should Not be Required to File:**

- Your State/Center personnel office has determined that you should be a filer. If you disagree, please contact that office.

8. **If You Need an Extension to File:**

- This office must receive forms no later than **Friday, October 31, 2003**.
- Extension to this date may be granted only on a case-by-case basis for good cause.
- To request an extension, e-mail or send a written request outlining your reason for the extension to Teresa Milner, HR-220 or Teresa_Milner@blm.gov.

If you fail to submit your report by the suspense date or receive approval for an extension, your supervisor will be notified and administrative action may be taken, up to and including removal from federal service. If you have questions, please contact Teresa Milner at (303) 236-3569.

Signed by:
Greg Graff
Acting Director, NHRMC

Authenticated by:
Luron Porter
Administrative Assistant

2 Attachments

- 1- OGE Form 450 (6 pp)
- 2- DI Form 1993 (2 pp)

Distribution

SPO's
Assistant Ethics Counselors
E-mailed individually to all Recipients